

Child Care Counts: COVID-19 Audit Document Preparation & Upload Guide

11/05/2020



Wisconsin Department of
Children and Families

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

About This Guide

This guide details how providers will use DCF's Provider Portal to upload requested Important Information Request Letter documents for the following identified programs.

Please provide only the required materials for the program in paragraph 2 of your notification letter.

Program 1 - Essential Workforce Families

Program 2 - Incentive Pay

Program 3 - Support for Temporarily Closed Child Care Centers

Program A - Providing Safe, Healthy, and High-Quality Care Opportunities

Program B - Funding Staff Recruitment and Retention Efforts

The *Program Integrity Document Upload* is available in the [Child Care Provider Portal](#) system. Information about [applying for access can be found here](#). If you need help gaining access to the Child Care Provider Portal, please email:

DCFPlcBECRCBU@wisconsin.gov.

System note: the Child Care Provider Portal will time out after **20 minutes of inactivity**, which will force users to log back in.

IMPORTANT NOTICE

The Department must receive all requested documentation within 48 hours of receiving this notification. The supporting documents must clearly identify dates and times to support funding period. Failure to submit the required documentation to the Department will result in 100% recoupment of the funds.

If you need further assistance, please contact the named auditor at the number provided on page 2 of your notice letter.

Gathering Your Documents

Review Your Information Request Letter

Child Care Counts: COVID-19 Emergency Payments Important Information Request

The Department of Children and Families supported the demand for child care access for essential workers by launching payment programs to support child care providers. The programs were identified as Program 1- Essential Workforce Families, Program 2- Incentive Pay, Program 3-Support for Temporarily Closed Child Care Centers, Program A- Providing Safe, Healthy, and High-Quality Care Opportunities, and Program B- Funding Staff Recruitment and Retention Efforts. The payment programs were processed through the Child Care Provider Portal in which providers could access and complete their applications.

The submission of the application to receive funds for payroll purposes and other allowable expenses included terms and conditions to maintain all original supporting documentation for a minimum of three (3) years. The Department of Children and Families has the responsibility to

monitor and review applications for accuracy. The Department is in the process of reviewing your application for **Providing safe, healthy, and high-quality child care opportunities, 8/30/2020 - 9/5/2020**. In order to determine the funds received are accurate based on the information you reported, the Department is requiring you to submit (upload) supporting documents via the Child Care Provider Portal as follows:

- Children Attendance Records from 8/30/2020 - 9/5/2020
- Children Enrollment Forms for children in application from 8/30/2020 - 9/5/2020
- Employee Payroll Records, Timesheets, Schedules, Paystubs for 8/30/2020 - 9/5/2020
- Notifications to Staff of Wage Increases from 8/30/2020 - 9/5/2020

Child Care Provider Portal upload instructions: Log into the Provider Portal, access the COVID-19 Payment page. Then choose the Payment Program listed above. Choose the Program Integrity Documents button to upload the requested documents. The document can be in PDF, JPEG or Word format.

The Department must receive all requested documentation within 48 hours of receiving this notification. The supporting documents must clearly identify dates and times to support funding. Failure to submit the required documentation to the Department will result in a 100% disbursement of the funds. If you need further assistance you can contact **Joe Soap** at (414) 555-5555

Sincerely,

The program and funding period that is being reviewed.

This part shows which documents you must provide and the date range.

NOTE: You are **only** required to submit documentation for the date range listed here.

If you need assistance, contact the person listed on the bottom of your letter.

Preparing Your Documentation for Upload

Acceptable Documentation

Program 1: Essential Workforce Families

Attendance Sheets of payment period for requested audit on notification letter.

Enrollment forms **only if a child is not listed on the attendance sheet** (ex. Out sick, vacation)

Your letter has the date range, which will be one of the following:

Period: 03/12/20 to 04/11/20

Period: 04/12/20 to 05/11/20

Period: 05/12/20 to 05/26/20

Program 2: Incentive Pay

Paychecks with hours of payment period for audit requested on notification letter.

Paychecks with incentive pay or “bonus.”

If no paychecks, then time sheets or schedules.

If no timesheets, then children’s attendance sheets with employee sign in and out.

Your letter has the date range, which will be one of the following:

Period: 03/12/20 to 04/11/20

Period: 04/12/20 to 05/11/20

Period: 05/12/20 to 05/26/20

Gathering Your Documents

Program A: Providing Safe, Healthy and High-Quality Child Care Opportunities

Attendance Sheets of payment period for requested audit on notification letter.

Enrollment forms **only if a child is *not* listed on the attendance sheet** (ex. Out sick, vacation).

Period: 08/30/20 to 09/05/20

Program B: Funding Staff Recruitment and Retention Efforts

Attendance Sheets of payment period for requested audit on notification letter.

Enrollment forms **only if a child is *not* listed on the attendance sheet** (ex. Out sick, vacation).

Paychecks with hours of payment period for requested audit on notification letter.

If no paychecks, then time sheets or schedules.

If no time sheets, then children's attendance sheets with employee sign in and out.

Personal checks allowed as documentation of bonus or paycheck to employee or volunteer (for family providers).

Period: 08/30/20 to 09/05/20

Preparing Your Documentation for Upload

Getting your paper records onto your computer

ONLY UPLOAD THE DOCUMENTS BEING REQUESTED

See page 5 of this document for the location of requested documents in the *Information Request Letter*.

SCAN WITH A HOME SCANNER/COPIER/PRINTER

These steps can vary between device models. Follow the instructions that came with your device. Depending on the device, you should be able to scan and save as a PDF or JPEG – both of which are acceptable file types in the Child Care Provider Portal Program Integrity Document Upload.

USE YOUR PHONE

The software differs between iPhone and Android devices. But in general, by using your phone's camera you can take a photograph of each document you want to upload and save it as a JPEG. You can then email that image to yourself from your phone or download it to your computer.

USE PHONE SCANNER SOFTWARE

There are a lot of phone scanner applications available in the app stores, however, given the sensitive nature of the data you are scanning, we recommend going with the more reputable names such as Adobe Scan, Microsoft Office Lens, Google Drive App, or Apple Notes. The first three are available on Android and iOS, with Apple Notes being iOS only.

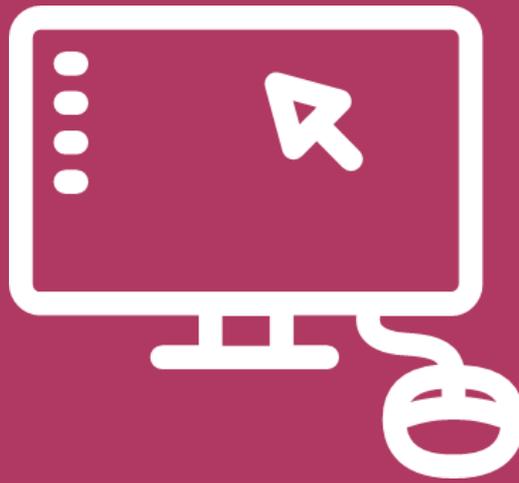
These apps offer some advantages over just using your phone camera, such as simple document correction. Follow the prompts in the app to place and scan your documents. Transfer to your computer and upload.

Preparing Your Documentation for Upload

Getting your paper records onto your computer

There are a few general rules you can follow to improve the quality of your scanned documents.

- Files should be uploaded as PDF, JPG, or Word format.
- Individual file size cannot be larger than 4MB. If you have a scanner/copier that does multiple pages into a PDF, that's equivalent to about 4 pages.
- Try to make sure the documents aren't folded or crumpled. If they are, try to make them as flat as possible.
- Make sure details are easy to read. Make sure they are not blurry or fuzzy.
- Keep the background simple and free of items when phone scanning.
- When scanning, use 300 dpi to ensure your files are legible.
- You will need to break up your documents into smaller batches, or individual pages, to ensure they will upload properly.



DESKTOP

Logging in

Child Care Provider Portal

Login

Existing CCPI Users can log in with the **1** *Default password that you used for CCPI*

User ID

Password

Show Password

Remember Me

Enable Keyboard Accessibility Features

Enable Screen Reader Features

[...Hide Options](#)

Login

Request access and update your user profile in [Account Management](#).

For additional information, visit the [DCF Portal Info](#) webpage.

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

The Department of Children and Families, protecting children, strengthening families, building communities.

1. Login Screen

Go to <https://mywchildcareproviders.wisconsin.gov/>

Type your **User ID** and **Password** into the appropriate fields.
Click the **Login** button to continue.



Child Care Provider Portal
Welcome, Logout

My Facilities

Lakeland Group Centre 123 Main St Anytown, WI 45454	2800040092-001	▶
Randy's Preschool 205 Corporate Dr Madison, WI 53714-2408	3800036563-001	▶
Randy's Group Care Inc 444 School Age Rd Milwaukee, WI 45445	3800036563-002	▶
Randy's Daycamp 123 New Address Smalltown, WI 12321	3800036563-001	▶
Fifth Location 545 Test St Milwaukee, WI 45454	3800036563-003	▶
Johnson Early Care Locn 1 234 W Main Milwaukee, WI 55535	3800036813-001	▶
Watts Valley Day Care 2702 Monroe St Milwaukee, WI 53205	4800039704-001	▶
Nordic Wonderland 123 Modified Address Rd Northwood, WI 45454	0800039909-001	▶

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

IMPORTANT REMINDER: Default Home Screen

After you log in, the default home screen displays if you only have access to one facility/location.

If you have access to **multiple sites**, a list of facilities displays like this example on the left.

COVID-19 Payments Button

COVID-19 Emergency Information
Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners can help Healthcare workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed filling out or updating the information.

Address 2414 E Cakery Dr
Dane, WI 53214-4144

Is this location currently open? Yes No

Are you able to provide care for more children with special needs? Yes No

Enter the number of open slots you have available at this location below.

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots

Number of staff needed to increase or meet capacity

List here all essential emergency supplies you need

Last updated on 04/16/2020 04:51 PM

[Save](#)

Home

- Financial
- Facility Details
- Communications
- Manage Facility
- Individuals

2

COVID-19 Payments

COVID-19 Payments

2. COVID-19 Payments Button

On the *COVID-19 Emergency Information* page, scroll to the bottom of the page and click on the **COVID-19 Payments** button.

Select the Program Period

3. Select the correct program period indicated in your Important Information Request Letter.

State of Wisconsin은(는) 기회 균등 서비스 제공자입니다. 귀하가 만일 장애에 의해 다른 형식으로 본 자료를 필요하시거나 본 문자가 번역되거나 또는 본인의 언어로 설명되는 것이 필요할 경우, 상기 전화번호로 전화해주시요. 이러한 서비스들은 무료입니다.

Child Care Counts: COVID-19 Emergency Payments Important Information Request

The Department of Children and Families supported the demand for child care access for essential workers by launching payment programs to support child care providers. The programs were identified as **Program 1- Essential Workforce Families, Program 2- Incentive Pay, Program 3-Support for Temporarily Closed Child Care Centers, Program A- Providing Safe, Healthy, and High-Quality Care Opportunities, and Program B- Funding Staff Recruitment and Retention Efforts**. The payment programs were processed through the Child Care Provider Portal in which providers could access and complete their applications.

The submission of the application to receive funds for payroll purposes and other allowable expenses included terms and conditions to maintain all original supporting documentation ~~minimum of three (3) years. The Department of Children and Families has the responsibility to~~ monitor and review applications for accuracy. The Department is in the process of reviewing your application for **Providing Funding to Care for Essential Workforce Families, 3/12/20 - 4/11/2020**. In order to determine the funds received are accurate based on the information you reported, **the Department is requiring you to submit (upload) supporting documents via the Child Care Provider Portal as follows:**

- Children Attendance Records from 3/12/2020 - 4/11/2020
- Children Enrollment Forms for children in application from 3/12/2020 - 4/11/2020
- Employee Payroll Records, Timesheets, Schedules, Paystubs for 3/12/2020 - 4/11/2020
- Notifications to Staff of Wage Increases from 3/12/2020 - 4/11/2020



Requested Information

Children Attendance Records from 3/12/2020 - 4/11/2020

Children Enrollment Forms for children in application from 3/12/2020 - 4/11/2020

Employee Payroll Records, Time sheets, Schedules, Pay stubs for 3/12/2020 - 4/11/2020

Notifications to Staff of Wage Increases from 3/12/2020 - 4/11/2020

COVID-19 Payment Application List

Apply for COVID-19 payments and view details of payment program applications already started or completed.

Funding Period	When Can I Apply?	Payment Program	Status	
March 12 - April 11	May 03 - May 15	Providing Funding to Care For Essential Workforce Families	Approved	Details
March 12 - April 11	May 03 - May 15	Incentive Pay	Incomplete	Details
March 12 - April 11	May 03 - May 15	Support For Closed Child Care Programs	Incomplete	Details
April 12 - May 11	May 31 - June 14	Providing Funding to Care For Essential Workforce Families	Incomplete	Details
April 12 - May 11	May 31 - June 14	Incentive Pay	Incomplete	Details
April 12 - May 11	May 31 - June 14	Support For Closed Child Care Programs	Approved	Details
May 12 - June 11	June 29 - September 08	Providing Funding to Care For Essential Workforce Families	Submitted	Details
May 12 - June 11	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11	June 29 - September 08	Support For Closed Child Care Programs	Not Available	

4. Details

Click **Details** to go to the *Payment Application Details* page.

Navigate to the Program Integrity – Documents Screen

5. Program Integrity Documents

Scroll to the bottom of the screen and select **Program Integrity Documents** to go to the *document upload* screen.

Did your facility serve any children from tribal communities? No
Did your facility serve any children living in rural areas? No
Did you receive any funds for COVID-19 other than from DCF or WI Shares (e.g., SBA grant, Dane County CARES funding, etc)? Yes

[Modify Common Details](#)

Payment Program Details for Support For Closed Child Care Programs

Payment Program	Support For Closed Child Care Programs
Grant Application ID	500000145
Expected Number of Children Enrolled When Reopened	5
If you receive a payment, what percentage of the funds do you plan on paying for staff compensation?	25%-49%
Grant Status	Approved (view Terms and Conditions)
Awarded Payment Amount	\$227.27

[Modify Application Details](#)

Temporary Closure | Staff | Closure/Re-Open Details | Payment Documents | **Program Integrity Documents**

[Payment Program Summary](#)

About DCF | Public Meetings | Careers | Request Records | Contact Us | Wisconsin.gov | Press

NOTE

In this example, there are already two uploaded documents regarding this program. This will vary from provider to provider.

Program Integrity – Documents
To securely send documents to DCF Program Integrity, upload documents here.

Documents

Date	Type	
10/20/20	Program Integrity Document	View
10/20/20	Program Integrity Document	View

[Upload Document](#)

[Application Details](#)

About DCF | Public Meetings | Careers | Request Records | Contact Us | Wisconsin.gov | Press

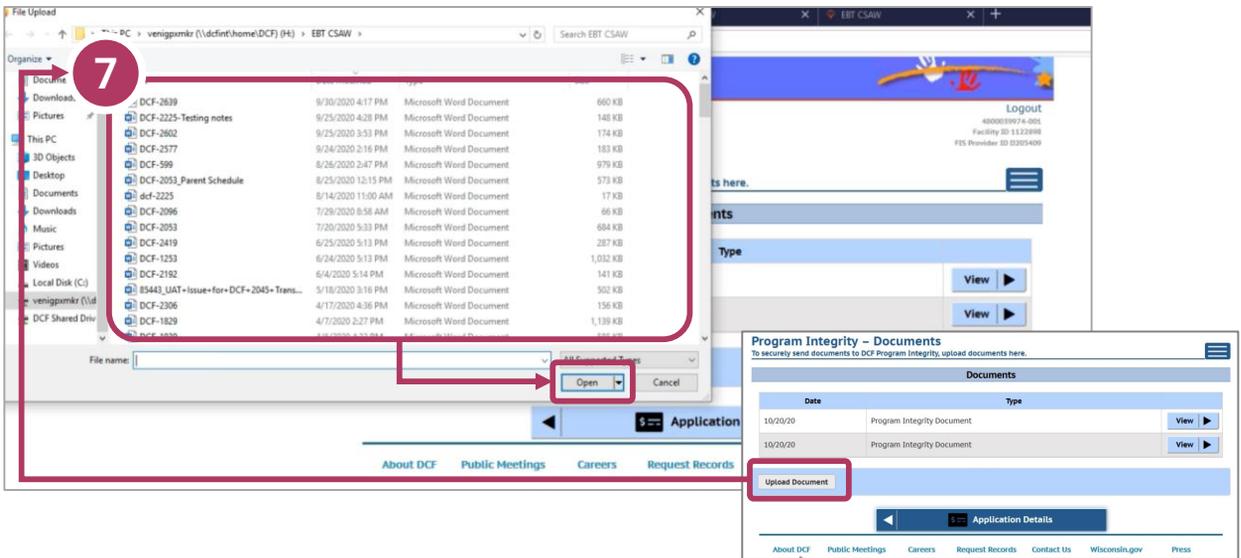
6. Upload Document

On the *Program Integrity – Documents* screen, click **Upload Documents** to select the required items from your computer.

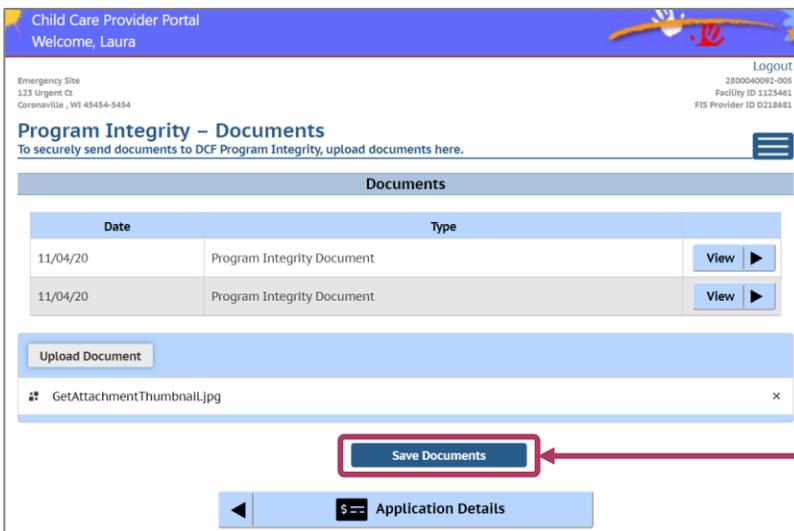
Navigate to the Program Integrity – Documents screen

7. Select Your Documents

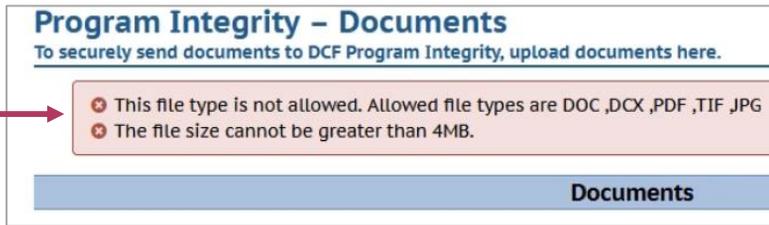
A system dialog will open, allowing you to select the requested documents from your computer. When you have selected the desired document, click **Open** to upload that document. Repeat this step for each requested document.



Once your documents are successfully uploaded, you must click **Save Documents**. Repeat Steps 6 & 7 until you have attached all the required documents.



Documents uploaded

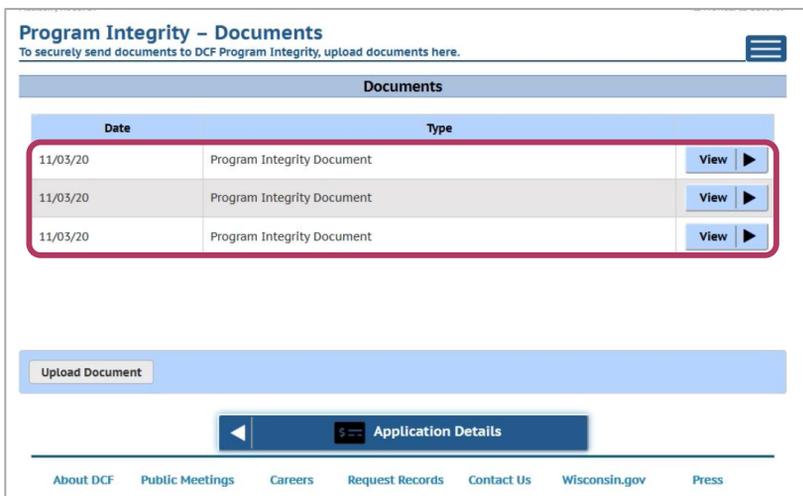


Documents can be PDF, JPG, TIF, DCX, or Word format.

File size cannot exceed 4MB

If you attempt to upload a file that is the wrong file type or exceeds the 4MB file size limit, you will get a warning and not be able to proceed until you have fixed the issue.

When all documents have been successfully uploaded, your *Program Integrity - Documents* screen should look like this, with the most recent documents uploaded listed by date.



At this point, you have completed the requested document upload. No further action is required.



REMINDER

The Department must receive all requested documentation within 48 hours of receiving this notification.



MOBILE

Logging in

Child Care Provider Portal

Login
Existing CCPI Users can log in with the same User ID and password that you used for CCPI.

User ID
[Input Field]

Password
[Input Field]

Show Password
 Remember Me
 Enable Screen Reader Features
[...Hide Options](#)

Login

Request access and update your user profile in [Account Management](#)

1. Login Screen

On your mobile device go to:

<https://mywchildcareproviders.wisconsin.gov>

Type your **User ID** and **Password** into the appropriate fields.

Click the **Login** button to continue.



Child Care Provider Portal
Welcome, Laura
Logout

Home [Menu Icon]

PROC Site 123 Licensed Street Mke , WI 45454-5455	0800035730-003	▶
Suzy Q's 709 Robert Rd Durand , WI 54736	1800039661-001	▶
Lakeland Group Centre 334 W Main St Madison , WI 53703-3115	2800040092-001	▶
Lakeland In Rotorua Nz Day Camp 987 Napier Rd Rotorua , WI 12121	2800040092-002	▶
Emergency Site 123 Urgent Ct	2800040092-005	▶

IMPORTANT REMINDER: Default Home Screen

After you log in, the default home screen displays if you only have access to one facility/location.

If you have access to **multiple sites**, a list of facilities displays like this example on the left.

Covid-19 Payments Button

Child Care Provider
Portal
Welcome, Laura

Logout

Emergency Site 2800040092-005
123 Urgent Ct Facility ID 1123461
Coronaville, WI 45454-5454 FIS Provider ID D218681

COVID-19 Emergency Information
Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners can help Healthcare workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed filling out or updating the information.

If you update the closure status below, please also contact your licensor or certifier.

Address
123 Urgent Ct

2. **COVID-19 Payments Button**
On the *COVID-19 Emergency Information* page, scroll to the bottom of the page and click on the **COVID-19 Payments button**.



Financial

Communications

Manage Facility

Individuals

2

COVID-19 Payments

Other Facilities

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES



COVID-19 Payments

Select the Program Period

3. Select the program period indicated in your Important Information Request Letter

programs were identified as **Program 1- Essential workforce Families, Program 2- Incentive Pay, Program 3-Support for Temporarily Closed Child Care Centers, Program A- Providing Safe, Healthy, and High-Quality Care Opportunities, and Program B- Funding Staff Recruitment and Retention Efforts.** The payment programs were processed through the Child Care Provider Portal in which providers could access and complete their applications.

The submission of the application to receive funds for payroll purposes and other all expenses included terms and conditions to maintain all original supporting documents, minimum of three (3) years. The Department of Children and Families has the responsibility to monitor and review applications for accuracy. The Department is in the process of reviewing your application for **Providing Funding to Care for Essential Workforce Families, 3/12/2020 - 4/11/2020.** In order to determine the funds received are accurate based on the information you reported, **the Department is requiring you to submit (upload) supporting documents via the Child Care Provider Portal as follows:**

- Children Attendance Records from 3/12/2020 - 4/11/2020
- Children Enrollment Forms for children in application from 3/12/2020 - 4/11/2020
- Employee Payroll Records, Timesheets, Schedules, Paystubs for 3/12/2020 - 4/11/2020
- Notifications to Staff of Wage Increases from 3/12/2020 - 4/11/2020

3



Requested Information

Children Attendance Records from 3/12/2020 - 4/11/2020

Children Enrollment Forms for children in application from 3/12/2020 - 4/11/2020

Employee Payroll Records, Time sheets, Schedules, Pay stubs for 3/12/2020 - 4/11/2020

Notifications to Staff of Wage Increases from 3/12/2020 - 4/11/2020

Child Care Provider Portal
Welcome, Laura

Logout

Emergency Site 2800040092-005
123 Urgent Ct Facility ID 1123461
Coronaville , WI 45454-5454 FIS Provider ID D218681

COVID-19 Payment Application List

Apply for COVID-19 payments and view details of payment program applications already started or completed.

Payment Program Summary

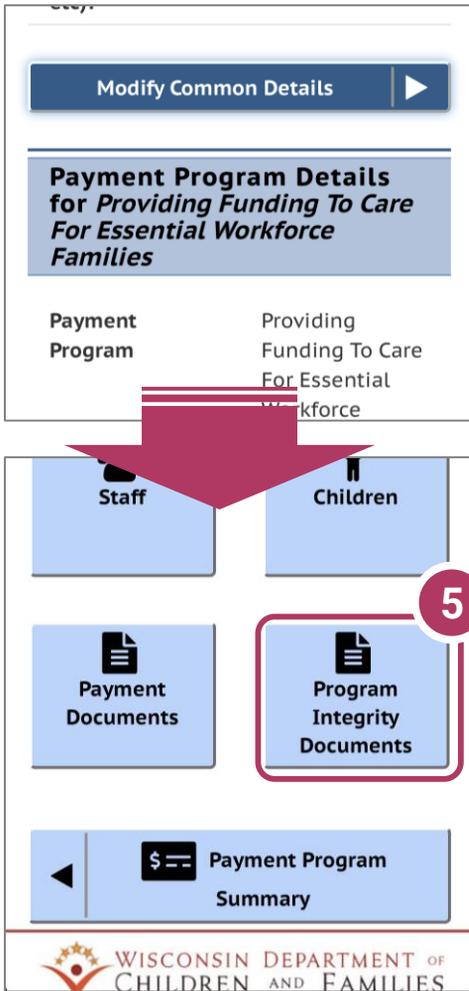
Funding Period	When Can I Apply?	Payment Program	Status	
March 12 - April 11	May 03 - May 15	Providing Funding To Care For Essential Workforce Families	Approved	
March 12 - April 11	May 03 - May 15	Incentive Pay	Incomplete	
March 12 - April 11	May 03 - May 15	Support For Closed Child Care Programs	Not Available	

4

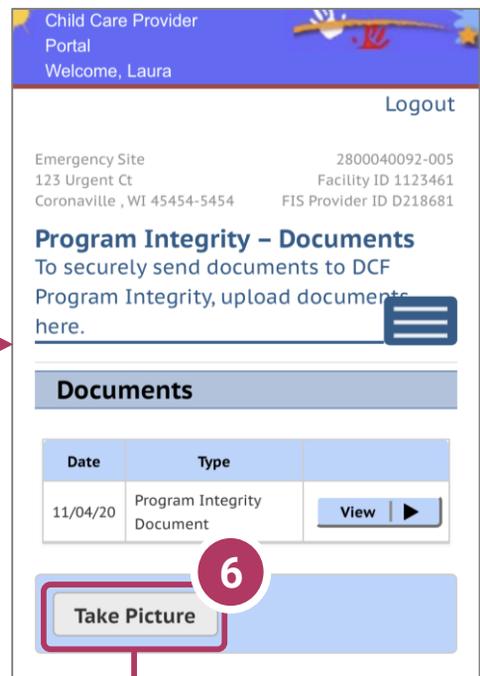
4. Details

Click **Details** to go to the *Payment Application Details* page.

Navigate to the Program Integrity – Documents Screen

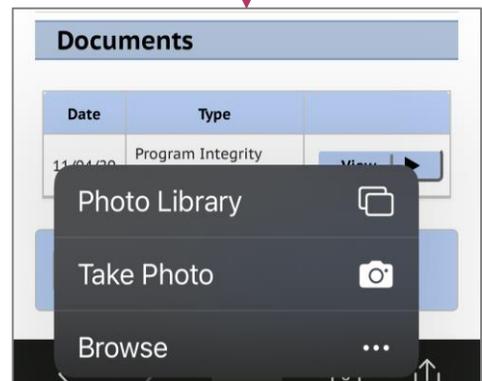


5. Program Integrity Documents
Scroll to the bottom of the screen and select **Program Integrity Documents** to go to the *document upload* screen.



6. Take Picture

On the *Program Integrity – Documents* screen, click **Take Picture** to either take a picture with your smartphone, or upload a picture or file from your phone's photo or documents library.



Navigate to the Program Integrity – Documents Screen

7. Select your documents.

Follow the on-screen prompts from your smartphone to select the images you want to upload.

After each one has successfully uploaded you must tap **Save Documents**.

Repeat Steps 6 & 7 until you have attached all the required documents.



Documents can be PDF, JPG, TIF, DCX, or Word format.

File size cannot exceed 4MB

✘ This file type is not allowed. Allowed file types are DOC ,DCX ,PDF ,TIF ,JPG

If you attempt to upload a file that the wrong file type or exceeds the 4MB file size limit, you will get a warning and not be able to proceed until you have fixed the issue.

Documents uploaded



REMINDER

The Department must receive all requested documentation within 48 hours of receiving this notification.

When all documents have been successfully uploaded, your *Program Integrity – Documents* screen should look like this – with the required number of files listed, with the most recent documents uploaded listed at the top in descending order.

Date	Type	
11/04/20	Program Integrity Document	View ▶
11/04/20	Program Integrity Document	View ▶

Take Picture

Application Details

WISCONSIN DEPARTMENT OF

At this point you have successfully completed the requested document upload. No further action is required.